

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 900 EEO/EMPLOYEE DEVELOPMENT	SUPERSEDES: NEW
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 901 EMPLOYEE DEVELOPMENT PROGRAM COORDINATION AND SUPERVISION TEMP	EFFECTIVE DATE: 04/05/04

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MANDATORY REVIEW DATE

03/23/05

PURPOSE

To ensure all Department Training and Employee Development Programs are:

- Designed, developed, evaluated, reviewed and up-dated based on an annual assessment that identifies current job-related employee development, regulatory requirements, and training needs.
- The Department's Training and Employee Development Plan provides for on-going, formal evaluation of training and employee development statewide.

AUTHORITY

NRS 209.131
NRS, Chapter 284
NRS, Chapter 289
NAC, Chapter 289
NAC, Chapter 284

DEFINITIONS

APPOINTING AUTHORITIES – Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include: Assistant Directors, Medical Director, Wardens, Inmate Programs and Services Administrator, and Division Heads.

DEPARTMENT – The Nevada Department of Corrections

DIRECTOR – The Director of the Nevada Department of Corrections.

EEO/EMPLOYEE DEVELOPMENT DIVISION – The Division officially tasked by the Department with:

- Monitoring and investigating allegations of violations of the EEO/Employee Relations and Development administrative regulations; and
- Design, development, evaluation and implementation of the training and employee development programs.

EEO/PROFESSIONAL DEVELOPMENT OFFICER – The position designated as the EEO/Employee Development Division Administrator.

EMPLOYEE DEVELOPMENT MANAGER (EDM) – The position within the EEO/Employee Development Division responsible for the administration, management, and supervision of the Employee Development Specialists (EDS).

EMPLOYEE DEVELOPMENT SPECIALISTS – The Department's Employee Development Staff designated responsible to ensure the Division's assigned task for training and employee development is performed.

RESPONSIBILITY

It is the responsibility of all Department employees to have a working knowledge of and comply with this regulation.

APPLICABILITY

This regulation applies to all Department employees.

PROCEDURES

901.01 EMPLOYEE TRAINING AND DEVELOPMENT STAFF QUALIFICATIONS

1.1 The Department will recruit, select and employ qualified individuals in accordance with NAC, Chapter 284.

1.1.1 The Employee Development Manager (EDM) employment qualifications must meet or exceed the State's recruitment, selection, essential functions and other job specifications that ensure specialized knowledge, skills and abilities to administer training and employee development programs.

1.1.2 The Department's full-time Employee Development Specialist (EDS) staff employment qualifications must meet the State's recruitment, selection, essential functions and other job specification criteria, as set forth in NAC, Chapter 284. They must also have successfully completed at a minimum a 40-hour course in Training-for-Trainers/Basic Instructor Development.

1.2 These employees will coordinate the Department's Training and Employee Development Programs for all occupational groups. **(3-4071)**

901.02 TRAINING AND EMPLOYMENT DEVELOPMENT ADMINISTRATION

1.1 The EDM and EDS staff are employed within the Department's EEO/Employee Development Division.

1.1.1 The EDM is under the direct administration, management and supervision of the Department's EEO/Professional Development Officer.

1.1.2 The EDS staff is under the direct administration, management and supervision of the Department's EDM to ensure:

- The Department's Training and Employee Development Programs are in compliance with all regulatory authority requirements, mandates, administrative regulations and directives;
- The Department's Training and Employee Development Program statistics, tracking reports, and other appropriate documentation is maintained and forwarded to the division head, regional offices or designated Appointing Authorities by the EDM or designee; and
- Compliance with all EDS Procedures.

1.2 They perform their assigned duties and responsibilities in accordance with the Department's Administrative Regulations, Series 900 and Divisional Procedures.

901.03 TRAINING AND EMPLOYEE DEVELOPMENT PROGRAM COORDINATION AND SUPERVISION

1.1 The Department's Training and Employee Development Programs are planned, coordinated, implemented and supervised by regional EDS staff.

1.2 The regional EDS staff will coordinate directly with the regional Appointing Authorities or designees of the Department's institutions and facilities ensuring successful implementation and completion of the Annual Training and Employee Development Plan. **(3-4070)**

1.3 The regional EDS staff will coordinate with federal, state and local agencies (private and public) to utilize available resources for the delivery of regional training and employee development programs. **(3-4076)**

901.04 TRAINING PLAN DESIGN, DEVELOPMENT, IMPLEMENTATION AND EVALUATION

1.1 The Department's EDS staff will follow the Department's Annual Training and Employee Development Plan. The Annual Training and Employee Development Plan, at a minimum, will include the following: **(3-4070)**

- Annually mandated/required topics/subject matter for employees of all occupational groups;
- Certified/qualified instructors to meet regulatory requirements for the course/class, topics/subject matter;
- Procedures for regional EDS staff to ensure the coordination with institutions and facilities Appointing Authorities. As well as to ensure the coordination, monitoring and successful completion of the regional Training and Employee Development Programs;
- Timeframes for completion of mandated/required Training or Employee Development Programs;
- Procedures for the design, development and certification format of Department lesson plans;
- Procedures for the proper documentation of Training and Employee Development Programs;
- Curriculum topics/subject matter outline to be instructed; and

- Review process to ensure compliance with the Plan.

1.2.1 The Annual Training and Employee Development Plan will ensure, the inclusion of the Department's mission, goals, individual institutional/facility physical characteristics, and specific inmate populations. **(3-4070)**

1.2 The Training and Employee Development Plan is annually reviewed, developed, evaluated and up-dated. The EDM or designee should base this review and up-date process upon an annual assessment that identifies current job-related training requirements, regulatory requirements, Department regulations, policy and procedures and employee development needs. **(3-4074)**

1.3 In order to be responsive to the Department and employee needs, the Training and Employee Development Plan design, development, implementation and evaluation may utilize, but not be limited to the following resources in conducting the annual assessment: **(3-4072)**

- Position requirements;
- Professional career and development needs;
- Current correctional issues;
- New ideas, theories, techniques, and technologies;
- Regulatory authority mandates and requirements;
- Observations;
- Job components and essential functions;
- Staff surveys regarding training and employee development needs;
- Department Training Advisory Committee recommendations;
- Reviews of Department institution/facility operations;
- Administrative and managerial requests;
- Staff reports, evaluations and findings; and
- Laws or statutes, administrative codes and Department policy and procedures.

1.4 The Department's regional Training and Employee Development core programs delivery, at a minimum, will ensure the delivery of the following course curriculums: **(3-4070)**

- Correctional Employee/Officer Basic Training Program (PST);
- Non-Custody Employee Basic Training Course (NCB);
- Correctional Employee Refresher Training Program (CER);
- Supervisory Employee Refresher Training program (SER);
- First Line Supervision Course (FLS);
- Basic Organizational Management (BOM);
- Professional Organizational Career Development Programs (i.e. CareerTracks, Inc. American Correctional Association, American Management Association, National Institute of Corrections, etc.);
- Other agency requested or required training and employee development programs associated with the Department's vision, mission, goals and responsibilities (i.e. Volunteer Orientation Training, Nevada Division of Forestry Inmate Supervisory Course, School District Staff Orientation/Inmate Supervision etc.).
- OSHA mandated/required training courses;
- Supervisory/Command Refresher Training Programs;
- Administrators, Wardens, Managers Refresher Training Programs (AWM); and
- Executive Command/Administrator Development Training (ECA).

1.5 State's Department of Personnel Training Division Program opportunities will be included within the Department Training Plan.

- The State's Department of Personnel Training Division schedule is available bi-annually to the Department and available on their website.

1.5.1 The Department's EDM or designee will ensure that, within budgetary and resource constraints, its in-service and continuing education and refresher training programs are consistent with the State Department of Personnel Training Division and the Commission on Peace Officers' Standards and Training curriculums.

1.6 To allow for fiscal and resource impact management, the EDM in coordination with and approval of the Division Head will provide and distribute the Department's Training and Employee Development Plan no later than August 30th of each calendar year.

- Distribution will be made to all Department Appointing Authorities.

REFERENCES

ACA Standards 3-4070, 3-4071, 3-4072, 3-4074 and 3-4076

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

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No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.